

**Town of Stephens City Planning Commission
Minutes
Tuesday, February 23, 2010 (7:30p.m.)**

The Town of Stephens City Planning Commission held a meeting scheduled, on Tuesday, February 23, 2010 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel
Commissioner Martha Dilg
Commissioner Bob Wells
Commissioner Susan Boyd
Commissioner Joe Grayson
Commissioner Bill Copp
Commissioner Jesse Fox

Staff Present:

Brian Henshaw, Town Planner

Absent:

Also Present:

Mrs. Brenda K. Myers, Aunt B’s
Mr. Brandon Davis, Sherando Times

Call to Order:

With a quorum present Chairman Fravel called the meeting to order at 7:30pm

Chairman Fravel entertained a motion for approval of the minutes from January 26, 2010. Commissioner Boyd made a motion to approve the minutes. Commissioner Wells seconded the motion. The motion was approved.

Chairman Fravel acknowledged that Town Planner, Brian Henshaw had an amendment to the Agenda as presented. Mr. Henshaw wanted to introduce and talk about the North Main Street Project. Chairman Fravel entertained a motion for the adoption of the agenda with the amendment. Commissioner Dilg made a motion to adopt the agenda. Commissioner Fox seconded the motion. The agenda was adopted.

Public Hearing:

Aunt B’s Bake/ Specialty Shop SUP- #10-02

Mr. Henshaw briefly presented the Special Use Permit application for Aunt B’s Bake/ Specialty Shop (SUP #10-2)

Chairman Fravel opened the public hearing at 7:35pm. Hearing no public comments, Chairman Fravel closed the public hearing.

Action Items:

SUP #10-02- Aunt B's Bake/ Specialty Shop:

The planning commissioners briefly discussed the application. Commissioner Wells expressed some concerns about the building being considered a warehouse and if the two uses would make sense being located near each other. Commissioner Wells made it clear that wished that the Bake Shop be a success but felt that the front of the building would need to be cleaned up and consideration should be given to paving the parking lot.

The commissioners discussed this issue and came up with the following conditions:

- Storage of construction vehicles or equipment is removed from the front of the building due to the change in use;
- The parking lot should have a suitable sub grade for drainage;
- The parking lot is to be paved. The commission recommended that a chip and tar method of pavement would be acceptable.

Chairman Fravel opened the floor for a motion.

Commissioner Boyd made the following motion:

I move to recommend approval of the Special Use Permit #10-02 for Brenda K. Myers of Aunt B's Bake/ Specialty Shop as it is allowed within the Zoning Ordinance in Division 5 Residential District R-O Section 23-332 (12) and defined in Section 23-3 as a Specialty Shop. Furthermore, the application achieves goal 5.3 within the Comprehensive Plan and achieves the strategy of 5.3.2 which calls for the promotion of development of more commercial businesses along major corridors.

Commissioner Boyd added the conditions agreed upon by the Planning Commission members.

Commissioner Copp seconded the motion.

The motion passed.

Old Business:

Draft of Subdivision Ordinance:

Mr. Henshaw updated the Commission that he had met with the Town Engineer about his comments on the Subdivision Ordinance. He is working on the changes and that the changes consisted of creating another section that focused on Site Plan requirements.

Discussion:

Appoint a Zoning Ordinance Sub-Committee:

Mr. Henshaw requested that Chair appoint or ask for volunteers for the Zoning Ordinance Sub-Committee.

After a brief discussion of what would be required of the sub-committee members, Commissioners Fox and Boyd volunteered. Chairman Fravel also volunteered to be on the sub-committee.

Planning Commission Annual Report:

Mr. Henshaw briefly presented the Planning Commission Annual Report.

Commissioner Fox inquired as to if there would be another retreat this year. Mr. Henshaw stated that he is considering it and if they did not have a joint retreat, he would look into a continuing education opportunities or a Planning Commission retreat.

North Main Street Project:

Mr. Henshaw briefly presented to the Planning Commissioners some of the conceptual layout and handouts for the North Main Street Project. Mr. Henshaw encouraged all of the commissioners to attend the Public Meeting scheduled for Tuesday, March 2, 2010 at 7:00pm prior to the Town Council meeting.

Citizen Comment Period:

There was no citizen's comment.

Hearing no comments, Chairman Fravel entertained a motion to adjourn.

Commissioner Wells made a motion to adjourn. Commissioner Copp seconded the motion.

Chairman Fravel adjourned the meeting at 8:09 pm